

SECRET

SPECIAL BULLETIN

25X1A

O F F I C E O F T R A I N I N G

No. [REDACTED]

27 August 1970

To: All Training Officers of the Agency

ADVANCED MANAGEMENT (PLANNING) 11-70

DATES

11-16 October 1970 (Sunday
afternoon - Friday afternoon)

LOCATION

[REDACTED]

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OBJECTIVES

To increase individual effectiveness on the job by providing (a) better understanding of planning as a managerial skill and (b) familiarization with the Agency's overall planning system.

FOR

Unit chiefs who have a need for better understanding of planning methods and processes.

Staff officers who provide planning support to line officers

Grade level: GS-12 and GS-14.

DESCRIPTION

A one-week, residence (full-time) course which provides a systematic framework for managerial planning, identifies and analyzes basic styles of planning, covers selected techniques useful in planning, and provides an orientation of the Agency's overall PPS system.

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Developed under contract by [REDACTED]

This course features active learning through pre-course work, team problem-solving, and case study. Formal lectures are kept at a minimum.

(Over, please)

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GROUP 1
Excluded from automatic
downgrading and declassification

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PRECOURSE
WORK

Approximately 25 hours. Material
to be sent out on or about
23 September 1970.


REGISTRATION

Limited to 45. Submit Form 73
(Request for Internal Training) to
AIR/ISS/TR, Room 832 1000 North Glebe Road
by Wednesday, 16 September 1970.
No substitutions to be made after
that date because of extensive
precourse work requirements.

TRAVEL ORDERS
AND COST

Responsibility of participating
office.

ADDITIONAL
INFORMATION

On course content, call extension
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